

# HVAC Service Technician Job Description

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## **Duties and Responsibilities:**

- Carry out mechanical and electrical inspection and maintenance on equipment to bring them to optimal performance
- Perform oiling, belt adjustment, cleaning of equipment, greasing, and other specific preventive maintenance work
- Determine service requirements by applying technical skills and experience, including system operations and preventive maintenance experience
- Serve as a company representative to other contractors, owners, and trades
- Give preventive maintenance inspections performed to representative/owner and suggest corrective actions to be applied
- Give advice on additional services to customers that may be beneficial to them
- Complete and submit needed paperwork in a timely manner to the service coordinator
- Perform other functions that may be assigned by the service coordinator or manager.

## **HVAC Service Technician Requirements – Skills, Knowledge, and Abilities**

- Possess great mechanical aptitude
- Strong ability to read and understand technical instructions and follow blueprints
- Strong communication skills
- Three years of experience at a journey-level maintaining, repairing, and operating HVAC equipment in addition to experience maintaining, operating, and repairing air conditioning and ventilating equipment
- Possession of valid driver's license

- Strong knowledge of equipment, tools, and methods commonly applied in repairing air conditioning and heating equipment in commercial and residential buildings
- Strong knowledge of principles of operation of air conditioning and heating systems, and safety practices concerning HVAC work
- Strong ability to diagnose equipment and determine if a repair and maintenance work is needed or not; and ability to keep records of work done, etc.
- Excellent ability to explain technical information to clients in a way they will understand
- Strong ability to perform assigned tasks independently
- Strong knowledge of computers and the ability to apply the necessary software tools for HVAC duties.